

STATE ASSESSORS BOARD MEETING
Minutes of June 21, 2007
Treasury Bond Finance Board Room
Located at 430 West Allegan Street, Lansing, Michigan

CALL TO ORDER: 9:30 am, June 21, 2007, in the Treasury Bond Finance Board Room, 430 West Allegan Street, Lansing, Michigan.

ROLL CALL:

Members Present:	Lisa A. Hobart, Chairperson Henry O. Allen, Vice Chairperson (arrived at 9:55 am) Maxine J. McClelland, Member Frederick W. Morgan, Member Raman A. Patel, Member
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Staff Present:	David C. Lee, Executive Secretary, State Assessors Board Kelli Sobel, Executive Secretary, State Tax Commission LaNiece Densteadt, Recording Secretary
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APPROVAL OF MINUTES: Approval of minutes of the May 18, 2007, State Assessors Board meeting motion by Morgan, seconded by Patel, and unanimously approved.

PUBLIC COMMENT: No public comments were made.

EDUCATIONAL PROGRAMS:

- a) A motion by Morgan and seconded by Patel to receive and file a six-hour renewal evaluation summary. The motion was unanimously approved.
- b) A motion by Morgan and seconded by Patel to approve a request for six hours of educational renewal credit for an educational program titled "Mapping Property Descriptions" in Jackson, Michigan on June 5, 2007. The motion was unanimously approved.
- c) A motion by Morgan and seconded by Patel to approve a request for educational renewal credit for educational programs to be held at the 2007 MAA conference. The motion was unanimously approved.
- d) A motion by Patel and seconded by McClelland to approve a request for three hours of educational renewal credit for an educational program titled "Appraising Gasoline Service Stations" to be held in Wayne County on July 19, 2007. The motion was unanimously approved.
- e) A motion by Morgan and seconded by Patel to approve a request for six hours of educational renewal credit and level 3 course approval for an educational program titled "Uniform Standards of Professional Appraisal Practice" to be held in Escanaba on September 5, 6, and 7, 2007. The motion was unanimously approved.

OLD BUSINESS:

- a) A motion by Patel and seconded by McClelland to ask the Executive Secretary to draft a letter to Arenac County regarding their request for conditional certification. The motion was unanimously approved.
- b) A motion by Morgan and seconded by Patel to receive and file the correspondence from the Kalkaska County Equalization Director regarding her educational plan to obtain level 3 certification. The motion was unanimously approved.
- c) Discussion was held regarding the Board's planned meetings at the 2007 MAA and MAED conferences.
- d) The Board discussed presentation of a gift of appreciation, paid for by members of the State Assessors Board, to Joan Peoples in recognition of her many years of service to the State Assessors Board.
- e) The Board discussed the purchase of calendars by the Board members at no expense to the State of Michigan.

NEW BUSINESS:

- a) A motion by McClelland and seconded by Morgan to approve experience requirements for level 3 certification for Sheryl Feazel, Matthew Frain, Tiffany Jacob, Frank Roenicke, Terry Schultz, Ruth Scott, Marcia VanVelzen, Michael Walker, and Chuck Zemla. The motion was unanimously approved.
- b) A motion by Patel and seconded by McClelland to approve the recommendation of the Assessment Administration Compliance Committee as outlined in the document provided by Chairperson Hobart to develop a mandatory six-hour renewal program for 2008. This program will spend approximately two hours on three different identified subjects: (1) State Tax Commission *Assessor's Manual* use, (2) treatment of new, additions, adjustment, loss, and losses, and (3) land value and ECF determinations. The renewal program will require the completion of a quiz. The quiz will be distributed to the participants at the conclusion of the program. Assessing officers will mail the quiz back to the State Assessors Board. If a passing score is not achieved, the quiz will be returned to the assessing officer for correction. This process will continue until a passing score is achieved. The motion was unanimously approved.
- c) A motion by Patel and seconded by McClelland to table the matter of the SEV for unit requirements for 2009, to allow for discussion at the 2007 MAA and MAED conferences. This item will be rescheduled for approval at the September 2007 meeting. The motion was unanimously approved.
- d) Discussion occurred regarding the draft of the State Assessors Board Annual Report presented by Chairperson Hobart. The report will be placed on a future State Assessors Board agenda for approval and will be presented at the 2007 MAA conference in August.

CERTIFICATION APPLICANTS: A motion by Patel and seconded by McClelland to approve the list of certification applicants. The motion was unanimously approved.

CERTIFICATION APPLICANTS

June 7, 2007

LEVEL 1

Calvas, Anthony
Holmden, David L.
Kibby, Mark A.
Litzner, Daniel J.

Maracusse, Karl E.
Miller, Jeff
Reyna, Lindsey M.
Treadeau, Jacquelyn

VanderHoff, Donald L.
Weiss, Tracey L.
Zettel, Adam H.

LEVEL 2

Norton, Julie L.

Norton, Lynn M.

Rollison, Christina

LEVEL 3

Gropp, John A.

Sobel, Kelli

VanGieson, Kevin D.

CERTIFICATION TOTALS AS OF JUNE 6, 2007:

Level 1	622
Level 2	954
Level 3	867
Level 4	<u>147</u>
Total	2,590

CLOSED MEETING:

Closed meeting was permissible according to the Open Meetings Act, Michigan Compiled Law 15.268(a) and 15.268(h). (See also the Freedom of Information Act, Michigan Compiled Law 15.243(1)(b)(ii), 15.243(1)(d), and 15.243(1)(k) and the Open Meetings Act, Michigan Compiled Law 15.267(2).)

A motion by Patel and seconded by McClelland to go into closed session. Roll call vote: Hobart—yes, Allen—yes, McClelland—yes, Morgan—yes, and Patel—yes. The motion was unanimously approved.

Closed session was held to review the following:

Closed Meeting Minutes:

a) Closed meeting minutes for May 18, 2007

Revocation Petitions:

- b) Revocation petition 06-0028 (closed session at the request of the assessing officer involved)
- c) Revocation petitions 06-0011, 06-0022, and 06-0023
- d) Revocation petition 07-0001
- e) Revocation petitions 07-0007, 06-0030, 06-0031, 06-0034, and 06-0035
- f) An unnumbered revocation petition
- g) Revocation petition 07-0006

Other Items:

- h) Narrative appraisal 201
- i) Narrative appraisal 184
- j) Examination questions
- k) Narrative appraisal graders
- l) Mail-in six-hour renewal

A motion by McClelland and seconded by Morgan to return to open session. Roll call vote: Hobart—yes, Allen—yes, McClelland—yes, Morgan—yes, and Patel—yes. The motion was unanimously approved.

OPEN MEETING:**Closed Meeting Minutes:**

- a) A motion by Patel and seconded by McClelland to approve the closed meeting minutes for May 18, 2007. The motion was unanimously approved.

Revocation Petitions:

- b) A motion by Allen and seconded by Patel to hold in abeyance revocation petition 06-0028 and to ask the State Tax Commission to conduct a 14-point review in the two Townships where the named assessing officer is the assessor of record. The motion was unanimously approved.
- c) A motion by McClelland and seconded by Patel to dismiss revocation petitions 06-0011, 06-0022, and 06-0023 because no violation under Administrative Rule 211.447 occurred. The motion was unanimously approved.
- d) A motion by Morgan and seconded by Allen to ask the named assessing officer to appear at the September 2007 meeting for an informal revocation hearing regarding revocation petition 07-0001. The motion was unanimously approved.
- e) A motion by Morgan and seconded by Patel to reopen revocation petitions 07-0007, 06-0030, 06-0031, 06-0034, and 06-0035 and to ask the petitioners to supply additional information. The motion was unanimously approved.

- f) A motion by Allen and seconded by McClelland to hold in abeyance an unnumbered revocation petition pending Michigan State Police and State Tax Commission review and determination. The motion was unanimously approved.
- g) Discussion occurred regarding revocation petition 07-0006.

Other Items:

- h) A motion by McClelland and seconded by Morgan to approve the grader's failing grade for narrative appraisal 201, which was the first grading. The motion was unanimously approved.
- i) A motion by Patel and seconded by Morgan to notify the candidate for narrative appraisal 184 that the candidate has until November 1, 2007 to complete all level 4 certification requirements. The motion was unanimously approved.
- j) A motion by Patel and seconded by Morgan to make the number of questions on State Assessors Board home study exams consistent with the number of questions on corresponding MAA course exams. The motion was unanimously approved.
- k) Discussion occurred regarding the status of narrative appraisal graders.
- l) Discussion occurred regarding the six-hour mail-in.

OTHER BUSINESS: There was no other business to discuss.

ANNOUNCEMENTS: The next meetings of the Board are scheduled for Monday, July 23 and Tuesday, July 24, 2007, at the 2007 MAED conference in Traverse City.

ADJOURNMENT: Motion by Morgan and seconded by Allen to adjourn the meeting at 12:15 pm. The motion was unanimously approved.

Date Typed: June 22, 2007

Date Approved:

 7-24-07

Lisa A. Hobart, Chairperson